



Job Opportunity Bulletin

Student Assistant

1 Position Available

Tenure/Time Base:	Temporary/Intermittent
Work Hours:	Varies between core hours of 8am – 5pm
Office/Location:	California Commission on Teacher Credentialing Certification, Assignment and Waivers 1900 Capitol Avenue Sacramento, CA 95814-4213
Salary:	Range A: \$1362 - \$1456/month Range B: \$1456 - \$1565/month Range C: \$1565 - \$1681/month Range D: \$1681 - \$1814/month
Final Filing Date:	September 5, 2006
Contact:	Gary Chapman (916) 445-2516

Duties:

Under close supervision of the Office Services Supervisor II, the student assistant performs:

- Proofread completed credential application request packages and mail out computer generated credentials.
- Stuff envelopes and mail out individual credentials to each applicant. In addition, bulk mail documents to counties and the appropriate institutions
- Flip through each page of the application package to ensure credential copies are filed in numerical order. Batch in bundles and place in a box.
- Process the simplest types of credential applications, i.e. 30 Day Substitute Permits, clear to clear renewals, five year preliminary and professional clear credentials that have the recommendation of an institution of higher education and input the data into the computer.

Conditions of Employment:

Fingerprint Clearance is required.

Prior to obtaining employment with the California Commission on Teacher Credentialing (Commission), all students must submit official transcripts, proof of enrollment in a minimum of six semester units and maintain a 2.0 GPA or higher.

Desirable Qualifications:

- Ability to effectively work alone or in cooperation with team members
- Ability to follow oral and written instructions with minimum supervision
- Demonstrated sense of responsibility for the job
- Knowledge of Filemaker Pro 8 software systems
- Knowledge of Microsoft Office 2003 software systems
- Able to maintain strict confidentiality
- Good attendance, punctuality, and work attitude
- Ability to lift up to 30 lbs.

Who May Apply:

Individuals who currently attend an accredited college or university and are enrolled in not less than six semester units with a 2.0 GPA or higher and possess the desirable qualifications listed above are eligible to apply. The appointment is subject to the State Restriction of Appointment (SROA).

Important Note:

Interested applicants must submit, by the final filing date, a State Application form (STD 678), and include RPA 07-042 on the front of the application to the above address, Attn.: Gary Chapman. The applications will be screened and only the most qualified applicants will be invited for an interview.

